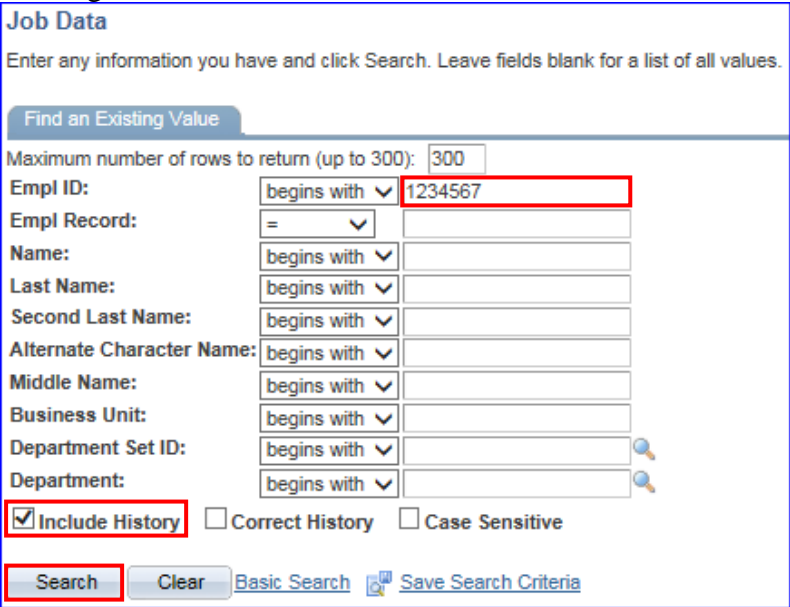# Job Data

Introduction   This section provides the procedures for viewing Job Data in Direct Access. Job provides a snapshot of a member's entire Coast Guard career.
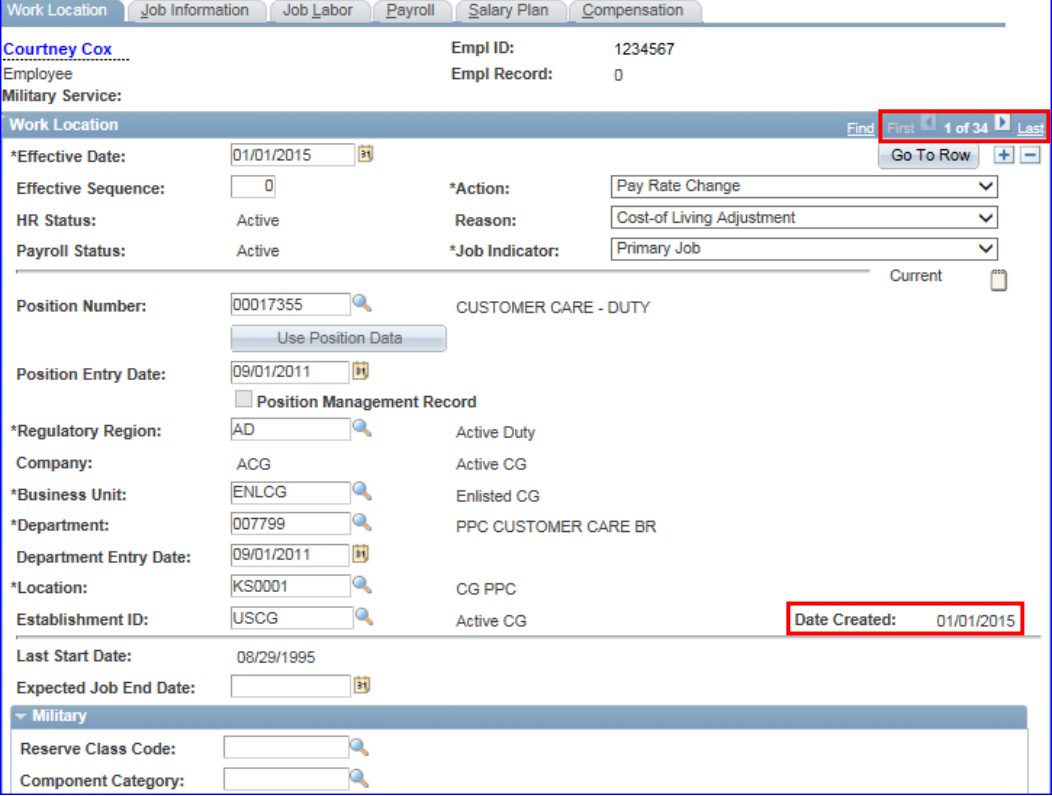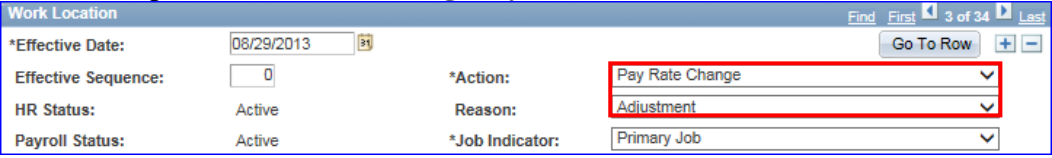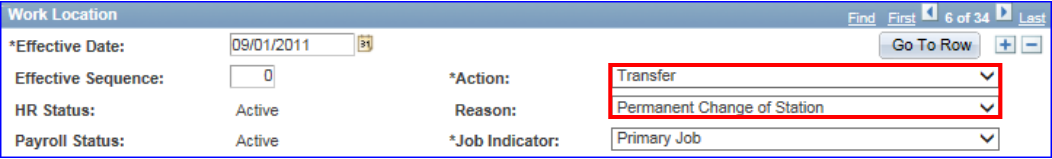
Procedures   See below.

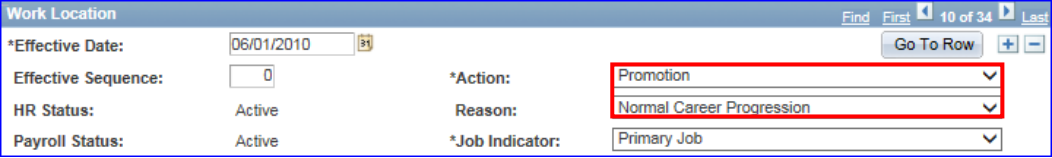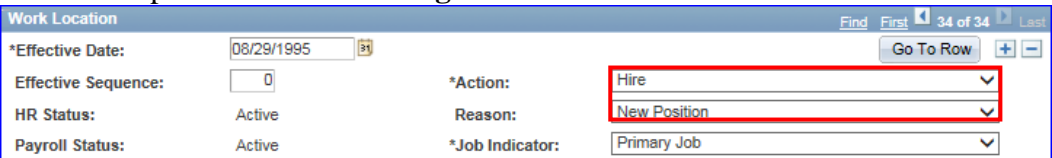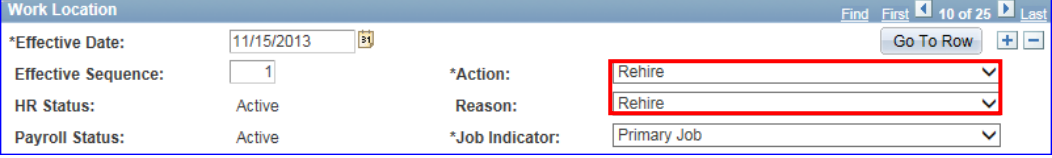| Step	Action
1	Select **Job Data** from the HR Data Shortcuts pagelet. **HR Data Shortcuts** Personal Information — Job Data Dependent Information — Search by SSN Email Address — Add Employment Instance
2	Enter the member's Empl ID. Always check the Include History Box when viewing Job. Then click Search. **Job Data** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Maximum number of rows to return (up to 300): 300 Empl ID: begins with 1234567 Empl Record: = Name: begins with Last Name: begins with Second Last Name: begins with Alternate Character Name: begins with Middle Name: begins with Business Unit: begins with Department Set ID: begins with Department: begins with ☑ Include History ☐ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Procedures,
continued

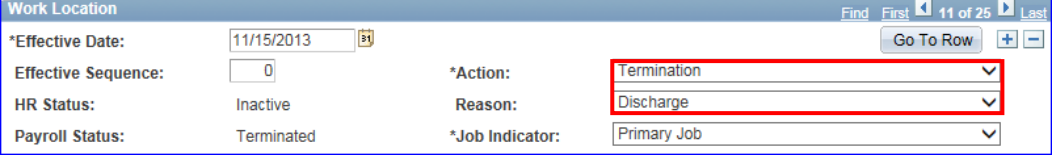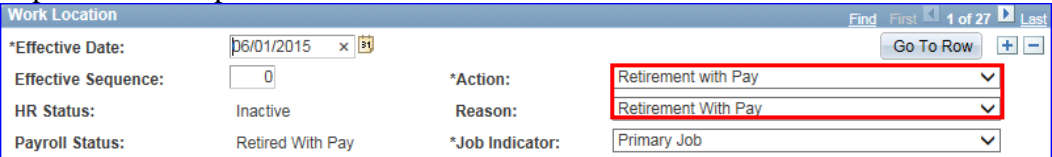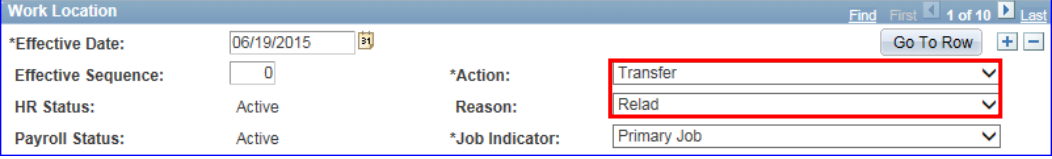| Step	Action
3	This member has a total of 34 rows spanning their entire Coast Guard career. The top portion will explain what happened. This one shows the Pay Increase that everyone gets on the first of January each year. The middle information shows the Position the member is currently filling as well as their status and department ID. The Date Created field shows when the Job Row was actually built. The last two fields only apply to Reservists.

Other examples of Job Rows: **Longevity Increase**

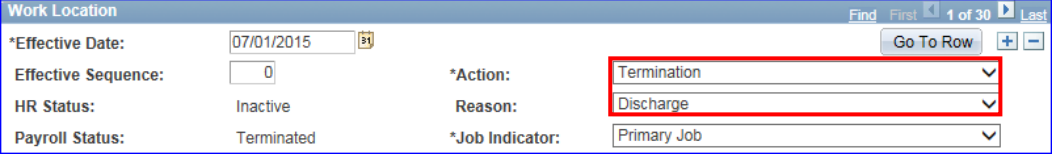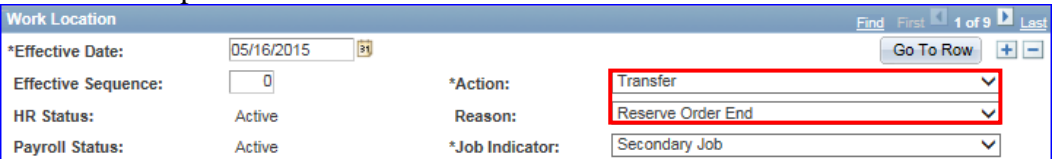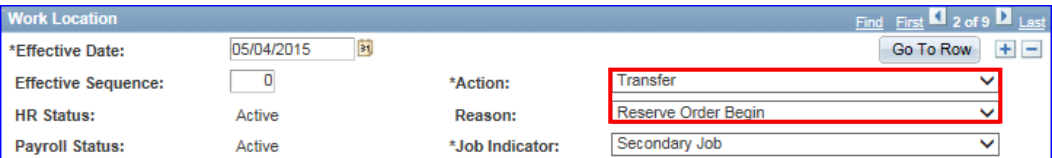Other examples of Job Rows: **PCS Transfer**

Job Data, Continued

Procedures, continued

Step	Action
3 **(cont)**	Other examples of Job Rows: **Advancement**

Other examples of Job Rows: **Advancement**

Work Location	Find First ◄ 10 of 34 ► Last
*Effective Date:	06/01/2010
Effective Sequence:	0 — *Action: Promotion
HR Status: Active	Reason: Normal Career Progression
Payroll Status: Active	*Job Indicator: Primary Job

Other examples of Job Rows: **Original Hire**

Work Location	Find First ◄ 34 of 34 ► Last
*Effective Date:	08/29/1995
Effective Sequence:	0 — *Action: Hire
HR Status: Active	Reason: New Position
Payroll Status: Active	*Job Indicator: Primary Job

Rehire example of Job Rows: **Member Discharged from AD on 11/15/2013, then Rehired into the Reserves on the same day.** The Effective Sequence establishes the timing.

Work Location	Find First ◄ 10 of 25 ► Last
*Effective Date:	11/15/2013
Effective Sequence:	1 — *Action: Rehire
HR Status: Active	Reason: Rehire
Payroll Status: Active	*Job Indicator: Primary Job

Work Location	Find First ◄ 11 of 25 ► Last
*Effective Date:	11/15/2013
Effective Sequence:	0 — *Action: Termination
HR Status: Inactive	Reason: Discharge
Payroll Status: Terminated	*Job Indicator: Primary Job

Separation examples of Job Rows: **Member Retired 6/1/15**

Work Location	Find First ◄ 1 of 27 ► Last
*Effective Date:	06/01/2015 ×
Effective Sequence:	0 — *Action: Retirement with Pay
HR Status: Inactive	Reason: Retirement With Pay
Payroll Status: Retired With Pay	*Job Indicator: Primary Job

Separation examples of Job Rows: **Member RELAD on 6/18/15**

Work Location	Find First ◄ 1 of 10 ► Last
*Effective Date:	06/19/2015
Effective Sequence:	0 — *Action: Transfer
HR Status: Active	Reason: Relad
Payroll Status: Active	*Job Indicator: Primary Job

Continued on next page

Job Data, Continued
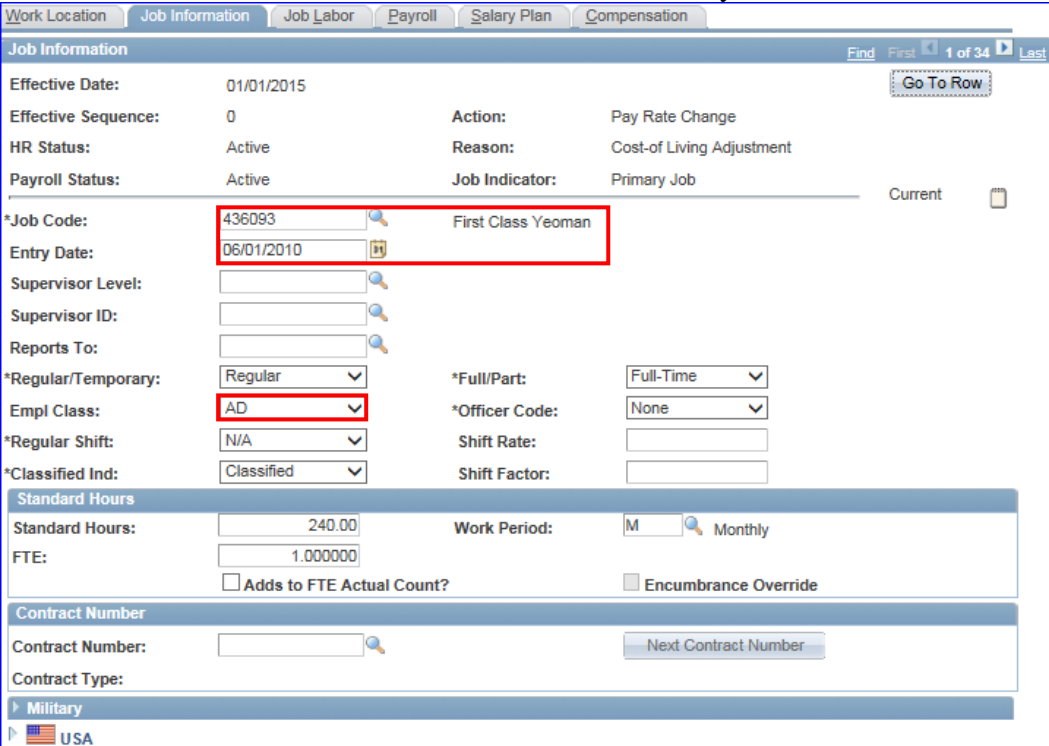
Procedures,
continued

Step	Action
3 (cont)	Separation examples of Job Rows: **Member Discharged on 6/30/15** Reserve examples of Job Rows: **ADT-AT from 5/4-5/15/15** Reserve examples of Job Rows: **ADOS orders began 10/01/2014**

Job Data, Continued

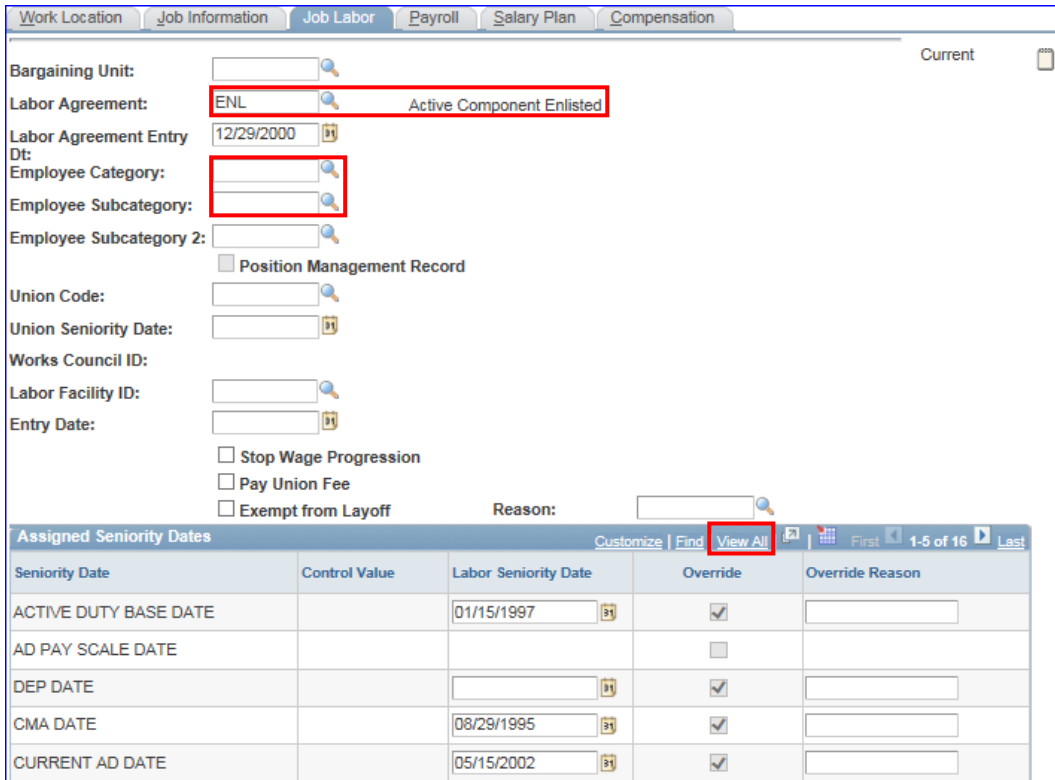**Procedures**,
continued

Step	Action
4	The top portion will remain for the rest of the tabs. The Job code shows the current rank of the member and the Entry Date shows when they made that rate. The Empl Class will say AD for Active Duty members, SELRES for drilling Reservists, and IRR for members in the Individual Ready Reserve.

Job Data, Continued

Procedures,
continued

Step	Action
5	The Labor Agreement will list Reserve or Active Enlisted or Officer. The Employee Category and Employee Subcategory will display Reserve specific information. The Employee Category also ties directly with the Regulatory Region and Business Unit on the first tab. This will explain specifically what kind of officer the member is (active/reserve, permanent/temporary, etc.). The most important part of this tab is the Assigned Seniority Dates. Click on the View All link to see all of the dates.

Job Data, Continued

Procedures,
continued

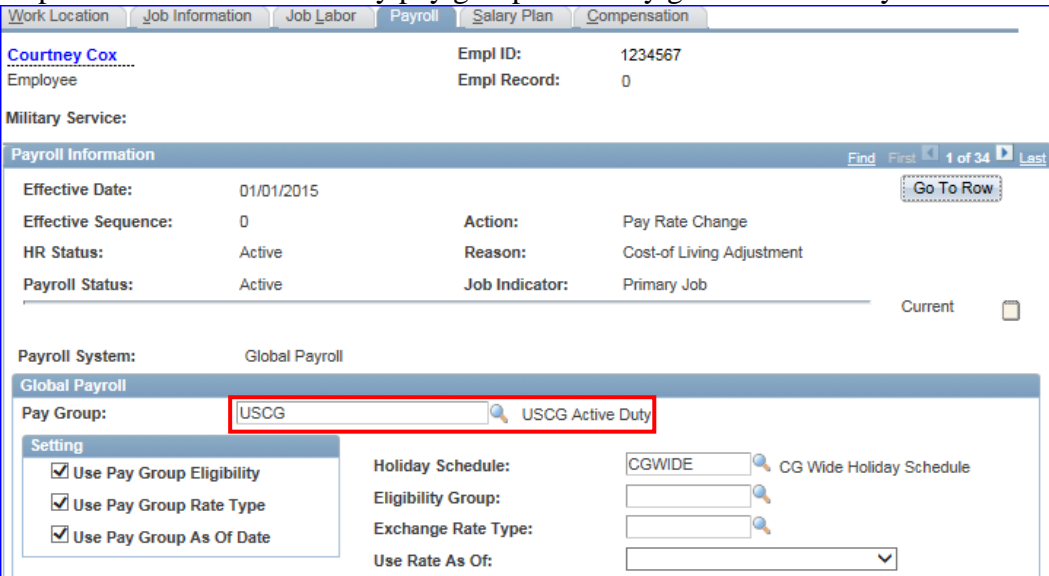| Step	Action
6	Here's where a member's service dates can be verified. Most of them are set at the time of Accession, others will change when contracts are approved.

Job Data, Continued

Procedures,
continued

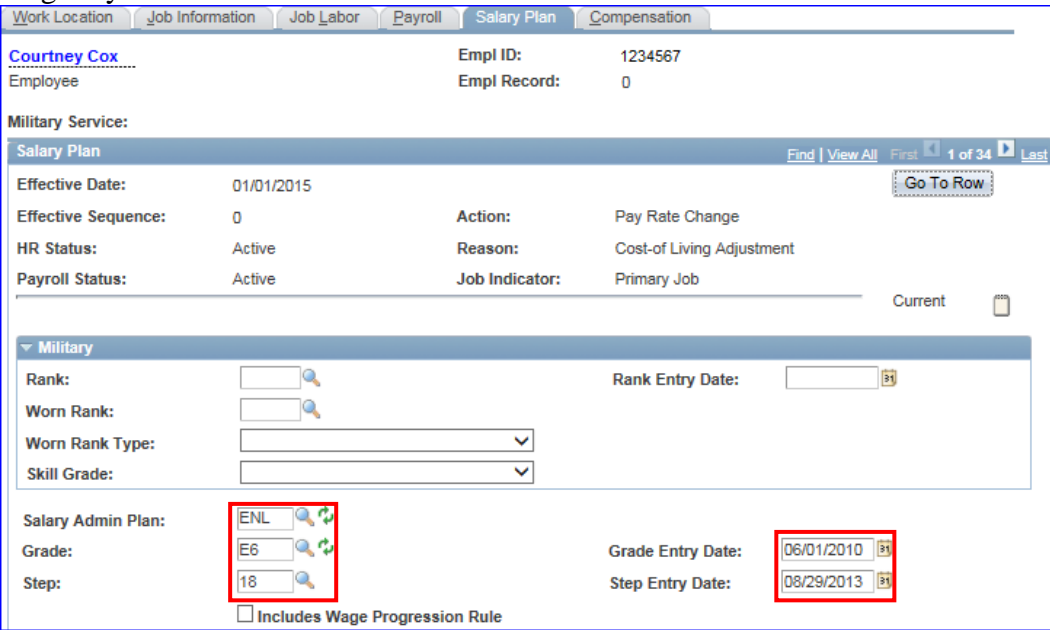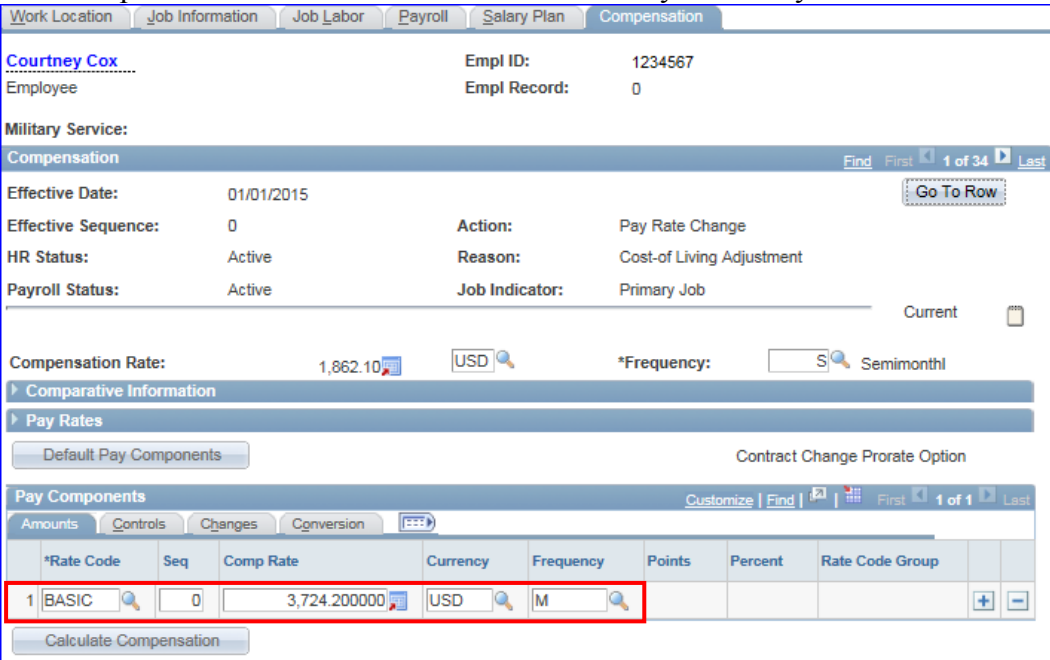| Step	Action
7	The Payroll tab will display a member's current pay group. All Active Duty members and Reservists on Active Duty will be put in the USCG Active Duty pay group. If a Reservist is on Title 10 orders, the Eligibility Group will populate with RSVTITLE10. Reservists not on Active Duty are in the USCG RSV (USCG Reservist). NOAA members show up as NOAA Active Duty. PHS members will be put in the PHS Active Duty pay group once they go live in January.

Job Data, Continued

Procedures, continued

Step	Action
8	The Salary Plan shows whether the member is Enlisted or Officer, their Pay Grade and Step (years). The Grade Entry Date shows the date they were Advanced to their current rank. The Step Entry Date shows the date of their last longevity.
9	The Compensation tab shows the member's monthly Basic Pay rate.

CHAPTER NOTES: